

Quick Reference Guide (QRG)



Entering/Revising Budget Data in GME

LEAs/External Users

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User Role Requirements

- **LEA Business Manager**: initiates and edits Funding Application
- **LEA [Funding Application] Role**: edits Funding Application, but the Funding Application must already be at "Draft Started" status (this needs to be done by the LEA Business Manager)
- **LEA User Access Administrator**: assigns the proper GME roles; users who are unable to work with Completion Reports should check with this individual to ensure the correct role has been assigned.

Entering Budget Data

1. Application status must be **Draft Started** or **Revisions Started** (only the **LEA Business Manager** can change the status to Draft Started)

1

Application Status: **Draft Started**

Change Status To: [Draft Completed](#)

2

SEI Budget

- [Budget](#)
- [Budget Overview](#)
- [Program Details](#)
- [Related Documents](#)

2. Select **Budget** and you should see the **Modify** links for each object code.

Budget By Function Codes

	Object Code
Modify	6100 - Salaries
Modify	6200 - Employee Benefits
Modify	6300 - Purchased Professional Services
Modify	6400 - Services
Modify	6500 - Other Purchased Services
Modify	6600 - Supplies

3. Click on **Modify** for the object code you want to enter data.
4. Select Add Item to enter your data.
5. Enter the Function Code.
6. Leave the Project Time blank and keep Quantity at 1.
7. Enter the Salary, Rental, or Unit Cost.
8. Enter descriptive comments on the Narrative Description related to the Function Code.
9. Select Save and repeat Steps 4 – 8 to add another item. Otherwise, select Save and Return to go back to the Budget page.

Budget Detail

Globe Unified District (040201000) Public District - FY 2019 - Medium Risk - IDEA Consolidated - Entitlement - Rev 0 - IDEA - Preschool Grant

Save Save and Return

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6100 - Salaries

4

Object Code

Function Code

5

Project Time (FTE)

Quantity

6

Salary, Rental, or Unit Cost

7

Line Item Total

6100 - Salaries

1000 - Instruction

2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)

2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)

3000 - Operation of Non-Instructional Services

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Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov